DOCUMENT RESUME

ED 347 333 CE 061 563

AUTHOR Menk, Dennis
TITLE Presentation Skills. High-Technology Training Module.
INSTITUTION Chippewa Valley Technical Coll., Eau Claire, WI.
SPONS AGENCY Office of Vocational and Adult Education (ED), Washington, DC.
PUB DATE Jul 90
CONTRACT V199A90151
NOTE 6p.; Developed as part of the High-Technology Training Model for Rural Based Business and Industry, Technical Colleges and Local and State Educational Agencies.
PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Computer Oriented Programs; Computer Software; Learning Modules; Postsecondary Education; *Public Speaking; Student Projects; *Teamwork; Technical Education; *Technological Advancement; Two Year Colleges
IDENTIFIERS Technology Education

ABSTRACT

This module on presentation skills is designed for beginning computer applications classes for nondata processing majors. The module is designed to enhance students' presentation skills and teamwork abilities. The students, working in teams of two, select from a list of software projects. The student teams research, outline, and demonstrate the software to the class. Software project presentations (15 minutes in length) are made during the final 2 weeks of the semester. The module contains the following information: description; module objective; specific objective; content, i.e., project outline format, team concept, and evaluation basis; methodology; activities; resources; and evaluation method. (NLA)

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ED347333

High-Technology Training Module

Module Title: PRESENTATION SKILLS

Unit: _____

Course: COMPUTER APPLICATIONS

Grade Level (s): TECHNICAL COLLEGE

Developed by: DENNIS MENK

Date: JULY 1990

School: CHIPPEWA VALLEY TECHNICAL COLLEGE

620 WEST CLAIREMONT AVE., EAU CLAIRE, WI 54701

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Developed as a part of the High-Technology Training Model for Rural Based Business and Industry, Technical Colleges and Local and State Educational Agencies under Grant No. V199A90151.

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TITLE: "PRESENTATION SKILLS" Designed for a Beginning Computer Applications Class for Non Data Processing Majors.

SCHOOL: CHIPPEWA VALLEY TECHNICAL COLLEGE, Dennis Menk

DESCRIPTION:

This module is designed to enhance the students presentation skills and team work abilities. It is designed to be the final project in Computer Applications. The students, working in teams of two, will select from a list of software projects. The student teams will be responsible to research, outline, and demonstrate the software to the class. The presentation of the software project will be done the final two weeks of the semester. Demonstrations will last about 15 to 20 minutes.

MODULE OBJECTIVE:

Given a list of software projects a team of students will give a presentation of the software project consistent with the presentation checklist.

SPECIFIC OBJECTIVE:

The student will be able to:

1. Select a software project and work as a team to develop a demonstration of the project.
2. Outline the demonstration presentation and distribute to the class.
3. Give a 15 to 20 minute presentation.
4. Evaluate their own project along with other team projects.

CONTENT

I. Project Outline Format

   A. Introduction of software project

   B. Demonstrate according to provided outline

   C. Closing comments and give examples of possible applications in business

II. Team Concept

   A. Definition of a team

   B. Responsibility of team members

   C. Allocation of team work load

III. Evaluation Procedure (use form provided)

   A. Evaluators
      1. instructor
      2. team
      3. class

   B. Evaluation basis
      1. readability of outline
      2. introduction
      3. demonstration
      4. closing

METHODOLOGY

1. Lecture on outline format showing overhead examples.

2. Describe team concept and the responsibility of each team member. (Give examples of how teams function in the business world.)

3. Two demonstration examples.

4. Evaluate demonstration as an entire class using the evaluation forms.

5. Assign teams and provide a list of projects to demonstrate. (see below)

Suggested Topics:
1. Wordperfect (Resume, Outline, etc.)
2. Lotus (Spreadsheet relating to students major area)
3. Data Base (Related to students major area)
4. MS-DOS (Creating and maintaining directories)
5. Other --

Note: All software projects must be approved by instructor.

ACTIVITIES

1. Selection of topic from provided list.

2. Approval of topic from instructor.

3. Research topic.

4. Prepare outline for presentation.

5. Receive approval on outline from instructor prior to presentation.

6. Distribute outline to class.

7. Presentation.

8. Evaluation of presentation.

RESOURCES

References:
- Introduction to IBM/PC by Shelly and Cashman Textbook
- Appropriate Software Manuals
- Library references related to Software Project

Equipment:
- IBM compatible PC with 512k of memory
- Automated overhead projector

Supplies:
- Appropriate Software Package

EVALUATION

Students will be evaluated on their presentation by themselves in addition to the instructor and the class using the following criteria:

1. Outline content
2. Presentation introduction
3. Demonstration
4. Closing
5. Evaluate team concept (instructor and team only)

A weighted point system will be used.